

## Board meeting agenda formats

Use one of these suggested board meeting agenda formats or create your own. The key is to have an agenda.

### Option 1

Roll call confirming quorum is present \*

Secretary's report

- Minutes from previous meeting (officially accepted by the board after review)
- Official correspondence

Treasurer's report (officially accepted by the board after review)

- Administrative and service accounts
- Approval for payments not within the approved annual budget

Membership Development and Education Committee report

- New members
- Resignations or changes in club roster

Other committee reports

Unfinished business from a previous board meeting

New business

Strategic discussion about areas of concern

Division business

District business

Circle K International business

*\*A quorum is defined as more than half of the board members. Without quorum, the board should not take any formal action.*

## ***Board meeting agenda formats (continued)***

### **Option 2**

Confirm quorum is present\*

Consent agenda: A consent agenda groups together non-controversial items that require board action but not discussion or debate. If any board member wants to discuss something on the consent agenda, he or she asks for it to be moved to the action agenda. After any requested items are moved from consent to action, members vote on the consent agenda as a whole, thus saving time.

- Secretary's report
- Treasurer's report

Action Agenda: The action agenda includes items expected to require normal discussion and deliberation. This includes any items that were moved from the consent agenda. Each item on the action agenda is discussed and voted on individually.

- Committee reports that require action
- Funding requests outside of the approved budget

Information agenda\*\*: The information agenda consists of items provided for information only that do not require board action. Board members may request to move topics from the information agenda to the action agenda if they believe action is necessary at this board meeting.

- Committee reports that do not require action

Future business

*\*A quorum is defined as more than half of the board members. Without quorum, the board should not take any formal action.*

*\*\*Option 2: All business, whether unfinished or new, falls under consent, action or information. If time runs short, information items can be shared electronically after the meeting.*